



City of Seat Pleasant

Office of the City Council

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name: Council Clerk

Date of Report: November 29, 2018

Reporting Period: October 1-October 31, 2018

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

- Communicated with Ms. Kittrell to reserve Activity Center for October Ward V monthly Meeting
- Communicate with Public Works for set up of September Ward 5 Meeting
- Council Clerk prepared flyers, agendas, sign-in sheets, for Ward V meeting
- Attend Ward V Meeting for the month of October
- Council Clerk maintain all City Councils Calendars
- Council Clerk maintained and Scheduled Council Chambers for the month of October
- Contact vendors for October Ward 5 meeting
- Confirm speakers for October Ward 5 meeting
- Update Ward V Sign-In spreadsheets
- Process Purchase request for Ward Meeting reimbursements
- Coordinate w/ Public Works and Public Engagement Department to request equipment for ward meeting
- Attended Administrative Professional Administrative conference
- Met with Councilmember McCarthy for assignments to start for upcoming months
- Communicated with Ms. Kittrell to reserve Activity Center for October Ward II monthly Meeting
- Communicate with Public Works for set up of September Ward II Meeting
- Council Clerk prepared flyers, agendas, sign-in sheets, for Ward II meeting
- Attend Ward II Meeting for the month of October
- Contact vendors for October Ward II meeting
- Confirm speakers for October Ward II meeting
- Update Ward II Sign-In spreadsheets
- Process Purchase request for Ward Meeting reimbursements
- Coordinate w/ Public Works and Public Engagement Department to request equipment for ward meeting
- Process 5 Travel packets for NLC Conference
- Communicate w/ vendor for Councilmember McCarthy photobooth for trunk or treat

- Assist Councilmember McCarthy w/ photobooth at trunk or treat
- Attend Senator Benson 202 Coalition meeting
- Attend October Public Session
- Register City Councilmembers for MML Conference
- Process Accommodations for City Councilmembers for MML conference
- Prepare travel packets for MML
- Attend 3-day MML conference
- Attend Smart City Showcase
- Attend the Smart City expo in Washington, DC
- Attend NLC briefing w/ Mayor Grant
- Assist Public Engagement w/ NLC logistics